EQUAL OPPORTUNITY OFFICE

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“Equal Opportunity is a Readiness Issue You Make the Difference”

EQUAL OPPORTUNITY (EO) OFFICE

- **SFC ERICK H. OLSEN, EO ADVISOR**
- **EO OFFICE POC**

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EQUAL OPPORTUNITY MISSION

TO FORMULATE, DIRECT AND SUSTAIN A COMPREHENSIVE

EFFORT TO MAXIMIZE HUMAN POTENTIAL AND TO ENSURE FAIR

TREATMENT FOR ALL PERSONS BASED SOLEY ON MERIT,

FITNESS, AND CAPABILITY IN SUPPORT OF READINESS.

EQUAL OPPORTUNITY PROGRAM

EO ADVISOR FUNCTIONS

- AGENT FOR CULTURAL CHANGE AND ACT AS THE EYES AND
  EARS FOR THE COMMANDER
- UNDERSTAND AND ARTICULATE EO POLICIES
- RECOGNIZE AND ASSESS DISCRIMINATION, AND ALL FORMS
  OF SEXUAL HARASSMENT
- RECOMMEND REMEDIES TO DISCRIMINATION AND SEXUAL
  HARASSMENT
- ASSESS THE COMMAND CLIMATE, (SURVEYS,

EQUAL OPPORTUNITY PROGRAM

EO ADVISOR FUNCTIONS (Cont)

- RECEIVE AND PROCESS COMPLAINTS OF UNLAWFUL DISCRIMINATION AND SEXUAL HARASSMENT
- REVIEW AND COMMENT ON INVESTIGATIONS DEALING WITH DISCRIMINATION OR SEXUAL HARASSMENT
- ASSIST IN PLANNING AND CONDUCT OF ETHINC OBSERVANCES/SPECIAL COMMEMORATIONS
- ORGANIZE OR ASSIST WITH TRAINING SESSIONS PERTAINING TO EO, DISCRIMINATION, POSH AND CO2

EQUAL OPPORTUNITY POLICY

- **THE U.S. ARMY WILL PROVIDE EQUAL OPPORTUNITY AND FAIR**

  TREATMENT FOR MILITARY PERSONNEL, FAMILY MEMBERS AND

  DA CIVILIANS WITHOUT REGARD TO RACE, COLOR, GENDER,

  RELIGION, OR NATIONAL ORIGIN, AND PROVIDE AN

  ENVIRONMENT FREE OF UNLAWFUL DISCRIMINATION AND

  OFFENSIVE BEHAVIOR

- **COMMANDER'S POLICY STATEMENT ON EQUAL OPPORTUNITY,**

SEXUAL HARASSMENT POLICY

- **THE POLICY OF THE ARMY IS THAT SEXUAL HARASSMENT IS**

  UNACCEPTABLE CONDUCT AND WILL NOT BE TOLERATED

- **THE PREVENTION OF SEXUAL HARASSMENT IS THE**

  RESPONSIBILITY OF EVERY SOLDIER AND DA CIVILIAN.

  LEADERS SET THE STANDARD FOR SOLDIERS AND DA CIVILIANS

  TO FOLLOW.

- **COMMANDER'S POLICY STATEMENT ON SEXUAL HARASSMENT,**

  POLICY MEMORANDUM #2

SPECIAL COMMEMORATIONS/ ETHINC OBSERVANCES

- JANUARY - MARTIN LUTHER KING JR., BIRTHDAY
- FEBRUARY - AFRICAN-AMERICAN/BLACK HISTORY MONTH
- MARCH - WOMEN'S HISTORY MONTH
- APRIL/MAY - "DAYS OF REMEMBRANCE" FOR VICTIMS OF THE HOLOCAUST
- MAY - ASIAN PACIFIC HERITAGE MONTH
- AUGUST - WOMEN'S EQUALITY DAY
- SEPTEMBER/OCTOBER- HISPANIC HERITAGE MONTH
- NOVEMBER - NATIVE AMERICAN INDIAN HERITAGE MONTH

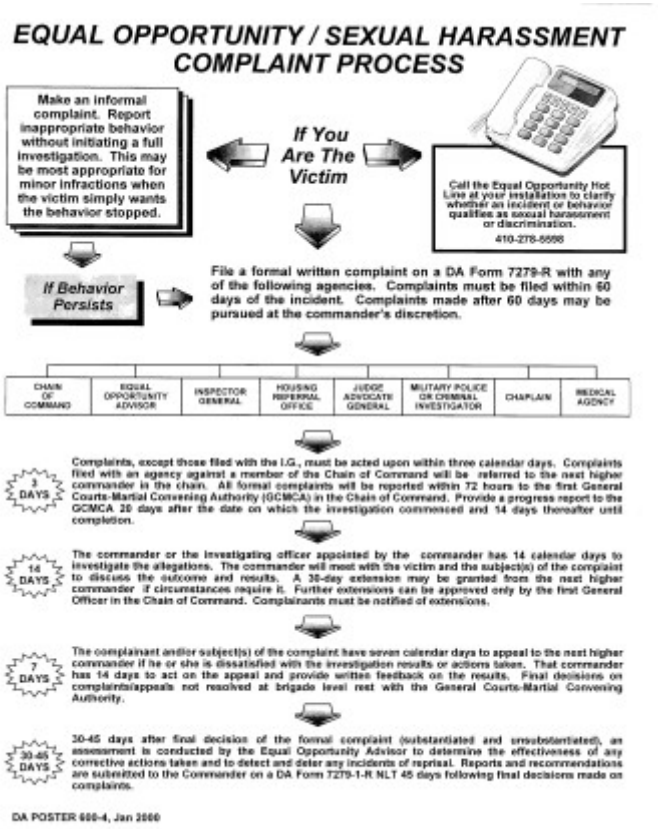
CO2 FACILITATOR TRAINING/EORC

- **EQUAL OPPORTUNITY REPRESENTATIVE COURSE - SEMI-ANNUAL,**

  TWO WEEK COURSE

- **CONSIDERATION OF OTHERS (CO2) FACILITATOR COURSE -**

  QUARTERLY, ONE WEEK COURSE


EQUAL OPPORTUNITY / SEXUAL HARASSMENT COMPLAINT PROCESS
Make an informal complaint. Report inappropriate behavior without initiating a full investigation. This may be most appropriate for minor infractions when the victim simply wants the behavior stopped.
If You Are The Victim
Call the Equal Opportunity Hot Line at your installation to clarify whether an incident or behavior qualifies as sexual harassment or discrimination.
410-278-5698
If Behavior Persists
File a formal written complaint on a DA Form 7279-R with any of the following agencies. Complaints must be filed within 60 days of the incident. Complaints made after 60 days may be pursued at the commander's discretion.
CHAIN OF COMMAND
EQUAL OPPORTUNITY ADVISOR
INSPECTOR GENERAL
HOUSING REFERRAL OFFICE
JUDGE ADVOCATE GENERAL
MILITARY POLICE OR CRIMINAL INVESTIGATOR
CHAPLAIN
MEDICAL AGENCY
3 DAYS
Complaints, except those filed with the I.G., must be acted upon within three calendar days. Complaints filed with an agency against a member of the Chain of Command will be referred to the next higher commander in the chain. All formal complaints will be reported within 72 hours to the first General Courts-Martial Convening Authority (GCMCA) in the Chain of Command. Provide a progress report to the GCMCA 20 days after the date on which the investigation commenced and 14 days thereafter until completion.
14 DAYS
The commander or the investigating officer appointed by the commander has 14 calendar days to investigate the allegations. The commander will meet with the victim and the subject(s) of the complaint to discuss the outcome and results. A 30-day extension may be granted from the next higher commander if circumstances require it. Further extensions can be approved only by the first General Officer in the Chain of Command. Complainants must be notified of extensions.
7 DAYS
The complainant and/or subject(s) of the complaint have seven calendar days to appeal to the next higher commander if he or she is dissatisfied with the investigation results or actions taken. That commander has 14 days to act on the appeal and provide written feedback on the results. Final decisions on complaints/appeals not resolved at brigade level rest with the General Courts-Martial Convening Authority.
30-45 DAYS
30-45 days after final decision of the formal complaint (substantiated and unsubstantiated), an assessment is conducted by the Equal Opportunity Advisor to determine the effectiveness of any corrective actions taken and to detect and deter any incidents of reprisal. Reports and recommendations are submitted to the Commander on a DA Form 7279-1-R NLT 45 days following final decisions made on complaints.
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